



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		GOVERNMENT DEGREE COLLEGE, PALAKONDA
Name of the head of the Institution		Dr.P.Krishna Rao
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		08941260270
Mobile no.		9440258086
Registered Email		palakonda.jkc2@gmail.com
Alternate Email		krishnaraopappala99@gmail.com
Address		Behind sub jail, College road Palakonda
City/Town		Palakonda
State/UT		Andhra Pradesh
Pincode		532445
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	UGC 2f and12
Phone no/Alternate Phone no.	08941260270
Mobile no.	8074757986
Registered Email	Palakonda.jkc2@gmail.com
Alternate Email	krishnaraopappala99@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://drive.google.com/file/d/1l1WvYtupgMGX7TiBk3WVHHBRPLF9r_sS/view?usp=drivesdk">https://drive.google.com/file/d/1l1WvYtupgMGX7TiBk3WVHHBRPLF9r_sS/view?usp=drivesdk</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://drive.google.com/file/d/1lZS3AOgVuRYbhOUEeT38r_xWLF53CdJ4/view?usp=drivesdk">https://drive.google.com/file/d/1lZS3AOgVuRYbhOUEeT38r_xWLF53CdJ4/view?usp=drivesdk</a>

### 5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	0.63	2006	21-May-2006	21-May-2011
2	B	2.17	2016	26-Aug-2016	25-Aug-2021

<b>6. Date of Establishment of IQAC</b>	08-Jun-2006
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Bridge Classes/ Orientation classes	20-Jun-2019 01	103
Mid Examinations/Student study projects	06-Jul-2019 1	474
ICT / PPT Lesson plan	08-Aug-2019 01	15
Out reached programmes	21-Sep-2019 01	45
Project works	13-Dec-2019 01	64
Remedial classes	07-Jan-2020 01	83
Competitive coaching	18-Feb-2020 01	144
Best Practices	24-Feb-2020 01	45

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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	0	NIL	2020 0	0

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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View Link](#)

**10. Number of IQAC meetings held during the year :**

7

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

1. Covid awareness programme was conducted. 2. During the pandemic condition online teaching classes were conducted. 3. Study material was provided electronically. 4. Which was provided through social and electronic media. 5.ODF survey was conducted. 6.Days Celebrations 7.Best practices

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
To prepare the students and faculty for completion of online course	Fifteen faculty members and onehundred five students are enrolled in SWAYAM and other platforms.
To inculcate Social responsiveness for staff and students.	Distribution of vegetables and blankets were done.
To organize to industrial,study/ field visits.	Chemistry , Botany, history and economics organized industrial,study/ field visits
To organize the guest lecturers	Guest lecturers are organized for seminars
Continuation of mentor system	Mentor system is continued to help the students to set their academic target
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Staff Counsel	07-Jan-2020

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2020

Date of Submission

30-Mar-2020

**17. Does the Institution have Management Information System ?**

No

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

A strategic plan formalizes the college mission, vision, values, goals, and objectives to improve the enhance quality of teaching and evaluation process. The college students benefit from this approach that helps them achieve goals to improve student outcomes as well as become a more efficient and effective organization. The plan is also contain details of how the college is responding to national changes in the curriculum and assessment in order to raise student achievement. Implement new learning methods and communication and soft skills. In this contest we planning to improve ICT based education, Assignments, Mock tests, Field trips, Hands on practices, study projects, encourage paper presentations in seminars and symposia, Research activities, Group dissections, Virtual laboratories developments, Clean and green programmes and other co curricular activities. Develop interdisciplinary best practices; establish a data-informed approach to student success and professional development and support. Develop strategies for increasing the percentage of results. Guide the evolving role of faculty as mentors, content creators and learning quality. Provide innovative academic experiences. To provide advanced knowledge by introducing Certificate courses. Intended to enhance overall enrollment of students in higher education by offering conventional, contemporary and innovative restructured courses to rural, downtrodden students to empower them towards sustained academic development and to capture employment. To make students globally effective competent, self integrated citizens and to develop entrepreneurial abilities and make them accessible to higher education.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate course on Communication Skills	Nil	05/08/2019	30	YES	YES

#### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	0	Nil
<a href="#">View Uploaded File</a>		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	HEP	06/06/2019
BCom	General	06/06/2019
BSc	MPC	06/06/2019

BSc	BZC	06/06/2019
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### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	28	0

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Human values and Professional Ethics	15/07/2019	180
Environmental studies	06/06/2019	160
ICT	15/07/2019	180
ICT2	06/06/2019	169
CSS1	15/07/2019	160
CSS2	06/06/2019	158
CSS3	01/12/2019	169
Analytical Skills	01/12/2019	169
Entrepreneurship	01/12/2019	169
Leadership Education	01/12/2019	169
<a href="#">View Uploaded File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	HEP	64
BSc	BZC	52
BCom	Genral	33
BSc	MPC	40
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## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feedback is an important tool especially in an educational institution to know whether the students are satisfied with the teaching methods, course content and pattern of examination, evaluation and overall ambience of the college. Feedback also helps the management to know whether the students are happy with

the course they are pursuing, the problems they are facing in comprehending the subject etc. In our College feedback forms that are distributed to the students have a five-point scale. Feedback of the students is taken on various areas such as teaching effectiveness, teaching methods, course content, infrastructural facilities, library facilities, sports facilities, fairness and transparency in evaluation and overall culture and ambience of the college. Feedback is taken not only from the students but also from their parents and guardians. Through feedback forms, the students suggest the changes they want to be implemented in the college. Feedback obtained from the students is analyzed both qualitatively and quantitatively and basing on the analysis, decisions for further improvement in the areas concerned are taken. The students are encouraged to give their honest opinion without any hesitation. If any remedial action is to be taken then the principal in consultation with academic advisor and the concerned faculty takes decisions to bring the change. Most of the feedback is encouraging and shows satisfaction towards teaching effectiveness and teaching methods of the faculty of the college. Feedback taken from the parents is also analyzed both qualitatively and quantitatively to understand the strengths and weaknesses of the institution. Their worthy suggestions are considered and worked upon. Basing on the feedback, the management understood that the students are favoring courses that make them job ready. The College Management has decided to introduce more of value added and certificate courses in the next academic year on the basis of students opinions.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	HEP	60	83	44
BCom	General	60	81	49
BSc	MPC	60	75	59
BSc	BZC	50	62	43

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### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	523	0	18	0	0

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
18	18	15	2	0	8

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Students mentoring system available in the institution: it is noted that Student Mentoring system is very much essential modus operandi to establish healthy relationship between the teacher and the student. Student Mentoring helps to resolve many academic problems. It also assists to mitigate and bypass the physical and psychological barriers of the learners. It promotes student centric approaches. Therefore, each lecturer of our college is entrusted a group with 30-40 students. Here every lecturer act as a mentor to take care of the students of his/her group. Mentors take biodata of every mentee and the mentor informs the progress of the student to their parents. Every observes their mentees under their surveillance and spends time to do SWOT analysis of the learners. Mentors observes the attendance of the student. If the student does not attend college regularly, the mentor tries to know the reasons for mentees irregularity and then the mentor starts action research to resolve his/ her issue. If it is not solved at his/ her level, it will be brought to the notice of parents of the mentees and the principal of the college as well. The attendance of the students is also forwarded to the concerned authorities every month. During the examination season the mentors take special attention towards the students and make them to spend more time with books in order to get good results. The students are also directed to approach their mentor as and when they face either academic or personal issues. Then , the mentees are given apt directions to come out from the issues mentioned previously. This kind of accountability promotes fair relationship between the teacher and student. Meeting are conducted with mentees with regular intervals. Now and then the parents of the mentees along with mentees are also invited to meetings to discuss progress and future plans with regard to students. This association with parents along with students helps the mentors to guide and shape the career of the students in a right way. The mentor takes meticulous care to guide students to pursue higher studies like B.Ed ,P.G and other competitive examinations. Every guide his/her to develop communication skills,soft skills, employable skills and entrepreneurship skill by imparting the importance of those skills. This bonding between mentor and mentee not only helps to the students but also in procuring more strength during admissions every year. This Student Mentoring system is a wonderful method which develops values, understanding, accountability, integrity, harmony, empathy and sympathy among the students and between the staff and the students. As every mentor pays utmost care towards the students, it will pave a way to continue a healthy and environment. Every mentor maintains register with all the required information like personal details, progress in academics and involvement in co- curricular and co- curricular activities. The collected data from the mentees is stored in their respective departments for the purpose of improving admissions and other necessary information. Hence it is very important step in the entire teaching learning process.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
523	18	1 : 29

### 2.4 – Teacher Profile and Quality

#### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
22	18	4	0	3

#### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Nil	Nil	Nil

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### 2.5 – Evaluation Process and Reforms

#### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during



the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	HEP-02	VI	21/03/2020	26/09/2020
BCom	GEN-61	VI	21/03/2020	26/09/2020
BSc	MPC-41	VI	21/03/2020	26/09/2020
BSc	CBZ-35	VI	21/03/2020	26/09/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Evaluation is a systematic process of collecting, analyzing and interpreting information to determine the extent to which pupils have achieved instructional objectives. The students are evaluated throughout the semester by conducting various types of tests. In order to know whether the students achieved the determined objectives in concerned subject or not, every department conducts assignments, mid exams, seminars, group discussions, quizzes, practical examinations, essay writing, elocution and other literary and cultural competitions. By following the above testing methods, every lecturer assess academic standards communication skills, literary skills, analytical skills interpersonal skills of the students. At the end of assignments, tests and other competitors, standards of the students are measured by the concerned faculty members. Later, the students who have acquired low score are shortlisted for giving remedial coaching. After completion of every unit, the teachers instruct the students to go through the text and notes and then they are directed to write assignments. Basing on the performance of the student in mid examinations, assignments, seminars and group discussions, internal marks are awarded at the end of every semester. Dr BR Ambedkar University, srikakulam, earmarked 25 marks for internals and other 75 marks for theory. The assessment for internal marks is done at college level. Internal assessment is the best possible way to know whether the students have reached the objectives determined by every faculty number. These formative assignment system helps the teachers to evaluate academic standards of the students in all respects. Group discussions, seminars, role plays, literary and other cultural competitions plays major role in shaping the career of the learner.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

ACADEMIC CALENDAR Our College is affiliated to Dr. B.R. Ambedkar University, Etcherla, Srikakulam. Dr.B.R.Ambedkar University prepares semester wise academic calendar and circulates it to all affiliated colleges every year. As academic calendar is very important to run the college, every college needs to prepare its own calender. Depending upon the academic calender of the University, we design our own academic calendar at college level. In this regard, a committee is constituted with a convener and a few members headed by the principal of the college as the president of the committee. Under the supervision of the Principal, the committee takes the support of other committees and prepares academic calendar consisting the information of vision and mission of the college, rules and regulations of the college, List of CPDC Members and IQAC Members, instructions to the students, courses available with intake in the college, committees of the college, list of mentors cum attendance consolidation in charges and semester wise working days and holidays including the festival holidays. It also consists model student chart and

students responsibilities of learning. The academic calendar of the college also consists the entire list of teaching and teaching staff with their phone numbers to assure the access to the students with college staff round the clock 24X7. Meanwhile, academic plan is shared with the students so that the students get an idea of the pace of course, tentative internal assessment dates, Project submission dates, practical exam dates and the dates allotted for co-curricular and extra-curricular activities. This well structured academic calendar works as a compass and helps alot in running the curricular, and Coca-Cola activities in a pleasant manner.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://drive.google.com/file/d/1Vc-ksfgEvx7srFAA09hVacAXgPY7fNip/view?usp=drivesdk>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
02	BA	HEP	36	31	86
61	BCom	General	31	31	100
41	BSc	MPC	44	37	84
35	BSc	CBZ	36	28	77

[View Uploaded File](#)

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[https://drive.google.com/file/d/1VMBS6O47DazriWkg5KqXQEzFwK0bkl\\_5/view?usp=drivesdk](https://drive.google.com/file/d/1VMBS6O47DazriWkg5KqXQEzFwK0bkl_5/view?usp=drivesdk)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	0	0	0

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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
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Nil	Nil	Nil	Nil	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
<a href="#">View Uploaded File</a>					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Chemistry	2	2.6
<a href="#">View Uploaded File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Chemistry	2
<a href="#">View Uploaded File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nil	0	0	0
<a href="#">View Uploaded File</a>						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	0	0	0
<a href="#">View Uploaded File</a>						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local

Attended/Seminars/Workshops	2	2	1	Nil
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### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Field trip- visit	Department of Economics	1	76
Field trip- visit	Department of History	1	76
International Yoga Day	NSS UNIT 1 2	14	232
Swatch Bharath	NSS UNIT 1 2	8	135
Cleaning Activity	NSS UNIT 1 2	2	40
Orientation Classes	NSS UNIT 1 2	2	150
Fit India	NSS UNIT 1 2	16	260
N. S. S Day	NSS UNIT 1 2	8	163
Gandhiji's 150th Birth Day	NSS UNIT 1 2	17	123
Tree plantation	NSS UNIT 1 2	6	66
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
nil	nil	nil	0
<a href="#">View File</a>			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS	NSS UNIT 1 2	International Yoga Day	14	232
NSS	NSS UNIT 1 2	Swatch Bharath	8	135
NSS	NSS UNIT 1 2	Cleaning Activity	2	40
Economics	Field trip-visit	Department of Economics	1	76
English	Field trip-	Department of	1	76

	visit	English		
Economics	Guest lecture	Department of Economics	1	76
<a href="#">View File</a>				

### 3.5 – Collaborations

#### 3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Extention Lecture	Dr.B.Prabhakara Rao	Self	1
Extention Lecture	Dr.B.Prabhakara Rao	Self	1
Extention Lecture	Sri. N. Sankara Babu	Self	1
Extention Lecture	Dr. S. Jaganmohana Rao	Self	1
Extention Lecture	Sri. V. Janardhana Rao	Self	1
Guest Lecture	Sri.Rama degree college,Palakonda	Self	1
Guest Lecture	Dr.CL.Naidu degree college,Palakonda.	Self	1
Guest Lecture	Dr.CL.Naidu degree college,Palakonda.	Self	1
<a href="#">View File</a>			

#### 3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Awareness on Finanacial Literacy	Enriching on Financial Literacy	Vijaya Bank	20/09/2019	20/09/2020	137
Mediacamp	Health awareness	Annavaram PHC	16/01/2019	16/01/2020	123
Preparing Organic Manure	Collaboration	ARTS, Peddapeta	23/07/2019	23/07/2020	68
Awareness on Consumer rights	Consumer Protection	Consumer Protection Council, Palakonda	21/11/2019	21/11/2020	105

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Local Banks	20/09/2019	To provide Banking Literacy to the students	143
Neelima Mobiles	01/07/2019	To provide training on mobile repair	23
Rajahmundry cloth showroom	16/10/2019	To inculcate awareness on marketing cloth material	34

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#### **CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

##### **4.1 – Physical Facilities**

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2.08	1.66

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Video Centre	Existing

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##### **4.2 – Library as a Learning Resource**

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Nil	Nil	nil	2023

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6498	Nil	Nil	Nil	6498	Nil
Reference Books	1950	Nil	Nil	Nil	1950	Nil

Others(s pecify)	3500	Nil	Nil	Nil	3500	Nil
Others(s pecify)	892	142000	Nil	Nil	892	142000
Others(s pecify)	182	177331	Nil	Nil	182	177331

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil

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#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	8	1	0	0	0	0	0	10	0
Added	0	0	0	0	0	0	0	0	0
Total	8	1	0	0	0	0	0	10	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0.51	0.49	1.56	1.08

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

As the college is offering both MPC and BZC, all the science laboratories are well equipped with required instruments, infrastructure, accommodation and device and material. The incharges of the respective departments shoulders responsibility while purchasing lab material. the incharges also take meticulous care and take highest possible steps to protect the lab materials

with the support of students. Library library has more than 11764 books. The college librarian got retired from the service. Hence a senior lecturer is handed over recharge to monitor the services of library. In view of the holistic development of the student, a well-equipped gym is made available for all the students. Due to retirement of physical director of the college, a senior lecturer is kept incharge of the Physical Education department. The incharge of Physical Education takes care of gym and sports and games that are conducted occasionally. 9 class rooms were earmarked for conducting classes and 4 rooms were earmarked for conducting practical and classes in departmental labs. Furniture committee of the college make arrangements for providing benches and other amenities.

<https://drive.google.com/file/d/1ViXTumHK221anDwfpU3HMz9vYeisSWbh/view?usp=drivesdk>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Jaganna Vidya Devvana/ Vasathi Devvena	607	6065416
Financial Support from Other Sources			
a) National	Nil	0	0
b) International	Nil	0	0
<a href="#">View File</a>			

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Bridge courses	14/06/2019	14	INSTITUTION
Remedial coaching	15/07/2019	63	INSTITUTION
Personal Counselling and Mentoring	16/07/2019	54	INSTITUTION
Yoga and Meditation	21/06/2019	380	INSTITUTION
<a href="#">View File</a>			

#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	competitive and career counselling	12	25	12	8



activity by  
institution

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	12

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Young India Private Limited	127	25	Nil	0	0

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	3	B.A HEP	Economics	Andhra University	M.A Economics

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	0

[View File](#)

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports	Institution	103
Cultural Activities	Institution	324

[View File](#)

## 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Silver	National	1	Nil		

Medal				1800835012	Vaddapalli Sandhya Rani
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The participation of the students is enviable in functioning of the college. Keeping the importance of the students in the college Students are involved in every activity that is organised in the college. The student involvement in the activities of the college enhances the responsibility, interpersonal skills, communication skills and crisis management skills of the students. Hence institution follows the tradition of giving due importance to the representation of students. In this regard, one representative is elected from each class to lead the entire class while organizing the activities. The student representative of each class addresses and represents students' views and grievances and conveys these to the concerned authorities for discussion and favourable solutions. The student representatives play an important role in encouraging and motivating students to participate in existing student oriented programs such as NSS and NCC. They establish a healthy interaction among students and teachers regarding academic, co-curricular, and extra-curricular activities of the college. They also ensure discipline in the college campus by encouraging students to observe the rules of the college, work towards maintaining a green and clean campus, and make the campus The students are nominated as members in various curricular, curricular, extracurricular, and administrative committees. The Students are involved in Grievance Redresses Committee, Anti-Ragging Committee, etc. The student representatives of every committee shoulder the responsibility to materialize the objectives of their respective committees. For instance, when the students need any academic guidance, student representatives of career guidance cell stand first to give possible guidance. When the college conducts various literary and cultural competitions the representatives of literary and cultural club motivate the students to participate in competitions and take part Active role in organising competitions at college level. As many students of our come from distant places, they have to depend upon bus transportation. Hence when the new students join in the college, representatives of the bus committee guide the new students how to update bus pass from the concern authorities. The role of college discipline committee is very important while conducting Fresher's day, Farewell day etc. Women Empowerment cell of the college takes the responsibility to do deal with the issues related to women. Therefore, the women students of the college are involved in the women empowerment cell. NSS unit 1 and 2 committee representatives play a key role in sensitizing the students to join in NSS units. They also take special care while organising special camps by the NSS units in the surrounding areas of Palakonda. Career Guidance Cell: 1) M.Rambabu 2nd B.Sc. MPC 2) G.Dhanunjaya 3rd MPC 3) M.Manikantha 2nd B.A Literary Cultural Club: 1) N. Sarath Babu 2nd MPC 2) P.Srinivasa Rao 3rd B.A 3) A.Sirisha 2nd MPC Buspass Committee: 1) P.Rambabu 3rdB.Com 2) L.Vandana 3rd MPC Discipline Committee: 1) M.Purushottam 3 MPC 2) P. Ganesh 3 rd B.A 3) L. Rama Lakshmi 3 B.A Grievance Redresses Committee: 1) P.Hema Prasad 2 MPC 2) K.Venu Gopal Naidu 2 B.Com 3) G.Sowjanya 3rd B.Com Student Union Committee: 1) Gedala. Sukanya 3rd

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni is one of the most important bodies in the college. Keeping the

importance of Alumni in the mind, the institute has constituted Alumni association at college level and the Alumni has been registered. Our college Alumni Regd Number is 228/2016. Alumni extends its hand for the progress of the college in all walks of life. The members of Alumni are unique, and everyone stands ideal in his/ her respective fields. Suggestions are sought from the alumni pertaining to college. development. The alumni are involved in CPDC, IQAC while taking. all important decisions. Whenever the college seeks their help, they immediately respond and resolve the solutions of the college. The institute conducts meetings with the members of Alumni twice or thrice in a very academic year. This meeting provides away to share and pool up useful ideas with one their ideas that are observed and implemented for the progress of the college. In order to establish good rapport with the members of Alumni, the college invites them to college while celebrating Fresher's Day, 'Farewell Day and other important days. The Principal and staff also keeps issues of the college before the Alumni. A few students also take part in the meetings and share their ideas and opinions. The Principal and IQAC sit together along with Alumni members and discuss the issues related to the college and the students. Then the alumni put its earnest efforts to solve problems. Contributions of our College Alumni: 1) Some of the Alumni members have distributed text books and notebooks to the poor students. 2) Some of the members have supported the college to strengthen the Botanical garden of the college. As the Alumni members have good grip with the officers and politicians of Palakonda area, they give adequate physical and moral strength to the principal, the staff and the students. They also pay special attention and meticulous care to give possible assistance to the students those who prepare for competitive examinations. They act as bridge between the people of Palakonda and the college.

5.4.2 – No. of enrolled Alumni:

50

5.4.3 – Alumni contribution during the year (in Rupees) :

2000

5.4.4 – Meetings/activities organized by Alumni Association :

Yes

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Government Degree College Palakonda strictly practices decentralisation and participative management for all academic and extracurricular activities. Frequent staff meetings are being conducted by the Principal to inform all academic related decisions to the staff. The staff is provided with equal opportunity to give suggestions and modify decisions made by the Principal and collective decisions are taken for the welfare of students and institution. All the circulars and instructions which are received from higher authorities like CCE and RJD any other higher bodies are informed to staff and students through notice board and by posting the information in college website and newsletter. Every departmental Head conducts timely meetings with its members to discuss academic issues and to take decisions over class allotment and conducting tests. Various staff committees are assigned at the beginning of every academic year to look over the activities of IQAC, RUSA, JKC, equipment needed for laboratories, maintenance of discipline and cleanliness in campus, student counselling, games and sports, website management, furniture maintenance,

conducting cultural programs, examination related works and many such. Students are also made a part of decision making and organisation activities of our college. This is done through Student Council which is elected every year by students and staff. The members of Student Council address students related issues and bring it to the notice of staff and higher authorities of the college. Student Council organizes various co-curricular and extracurricular activities under the guidance of faculty coordinator. Suggestion boxes are available in the college where students can anonymously write their grievances and suggestions on a piece of paper and drop in the box. These issues are read and sorted frequently by college authorities. Constituted Governing body to manage and govern the functioning of the institution. The governing body is the apex body and it has all powers to take decisions in all academic, financial, administrative and other matters concerning the governance of the college. The Governing Body consists of Chairman (Commissioner of Collegiate Education), Educationalist, Industrialist, Professional and two senior faculty members of the college. 2. Academic council has been constituted for the college to function as the apex body, offering suggestions regarding college academic matters. The academic council consists of Principal as a chairperson, in charges of all departments, and teachers representing different categories, Four experts from different fields, university nominees. 3. Various committees have been formed with faculty and students at the beginning of the academic year to distribute academic and administrative work according to ability these committees work under the chairmanship of the principal to suggest measures and improve the performance of the college such as Discipline Committee, Literary and Cultural Committee, Sports Committee, Anti Ragging Committee, Campus Maintenance, Research committee...etc.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	<p>One of the main areas on which the College is concentrating to demonstrate its strength is curriculum development.</p> <p>The College is concentrating on introducing traditional courses to give the students the skills they need to confidently compete in the employment market. The college received authority to offer value-added courses in areas like as environmental science, Indian culture and science, professional and human ethics, etc. The majority of college students are enrolled in Telugu-medium undergraduate programmes. A course in spoken English is being offered to help students enhance their English communication skills so they will be more capable of handling interviews with confidence.</p>
Teaching and Learning	<p>The Internal Quality Assurance Cell of the College plays a pivotal role in developing the quality of teaching and learning standards of the college.</p>

Under the guidance and supervision of IQAC, all the departments conduct various curricular, co-curricular and extracurricular activities in the college. These activities make the students to learn communication skills, leadership skills, interpersonal skills, employable skills and entrepreneurship skill among the students. The teaching staff of the college attend Faculty Development Programmes, Induction Training programmes, Orientation and Refresher courses organized by CCE, UGC , Universities and other organizations. These training programs help the faculty to hone the knowledge and skills and methods of teaching. Annual Academic Audits attend college every year and guide the faulty members of every department to nourish the faculty members and the documents as well.

**Examination and Evaluation**

Examining and Evaluating Human resources are the most valuable assets of any organisation, particularly an educational institution. The College recognises this and implements a wide range of programmes to improve the quality of its human resources. The Colleges staff is selected through a written examination and an interview Employees are provided with monetary and non-monetary benefits in accordance with governmental guidelines. Faculty at the College are given opportunities to participate in different programs in their areas of expertise for the benefit of students. The College Faculty attended a workshop on Modern Tools for Teaching and Learning, which assisted them in using effective tools to deliver content to students.

**Library, ICT and Physical Infrastructure / Instrumentation**

The Infrastructure Development Committee, which is established at the start of each academic year, keeps an eye on the various classrooms necessary infrastructure. The heads of each department are in charge of managing the infrastructure needs in laboratories. The Chemistry, Botany, Zoology, and Physics labs at our college are all well equipped with the instruments needed for conducting experiments. There is Wi-Fi available on the college campus. The College has a sizable library, and it is planned to

digital it. so that students can quickly access it.

Human Resource Management

The most valuable resources for any organization, but particularly for educational institutions, are its staff. The College acknowledges this and implements a number of programmes to raise the calibre of its human resources. The College uses a written examination and interview process to hire staff members. According to government regulations, employees are given monetary and non-monetary perks. For the benefit of the students, faculty at the college are given the chance to participate in various programmes in their specialised fields. The session on modern technologies for teaching and learning practises that the college faculty attended enabled them employ efficient online platforms for imparting the information to the students.

Industry Interaction / Collaboration

After finishing their studies, the majority of students look for job opportunities in industries. As a result, practical exposure to the operation of industries is required to familiarise them with the work done and the style of operation of an industry. The students were taken to the Perry Sugar Industry (EID) to learn about instrumentation techniques, manufacturing processes, safety precautions, and the role of Quality Control and Quality Policies in the sugar Industry. Students were taken to fish farms, poultry farms, and dairy farms to gain an understanding of the work done there. All departments work with various organisations in our college to help students.

Research and Development

Research and development is one of the important areas that needs to be enhanced, and college recognises its significance. Teachers are encouraged to conduct research projects and make sure that students who are interested are actively involved. The faculty advises the students to write a report containing Objectives, Observations, and Recommendations on the study tours and field trips they took in order to instill research skills in the students. Students are required to investigate and assess multiple information sources. The College



intends to offer staff and students the best possible research facilities and supports faculty members who are interested in conducting research

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Government Degree College, Palakonda of Parvathipuram Manyam district functions under the guidance of Office of the estimate CCE, A.P and B.R.Ambedkar University, Etcherla, Srikakulam. The guidelines and instructions framed by both are followed by the college. The funds required by the college to pay for salaries, maintenance as well as building infrastructure is acquired from them. The institution therefore adheres to the academic rules and regulations framed by the university including the almanac and examination schedule. The administrative structure of the institution includes the Principal at the top, assisted by the Vice-Principal and other committees of the college.
Administration	E-Pragathi
Finance and Accounts	CFMS
Student Admission and Support	IAMS-HUB
Examination	DR BRAUOC

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Nill	Nill	Nill	0
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Digital class tutorials	Training on E-OFFICE	08/11/2019	08/11/2019	11	1

2019	Basic skills in Computer	Nil	14/06/2019	14/06/2019	15	1
2019	Yoga training	yoga training	21/06/2019	21/06/2019	18	1
2019	Guidelines for research papers publication	Training on computer skills	16/08/2019	16/08/2019	12	1
2019	Training programme on MOOCS MOODLE	Nil	17/09/2019	17/09/2019	14	Nil
2019	Training programme on LMS	Nil	05/10/2019	05/10/2019	16	Nil
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
ELL Software Hands on practice(workshop)	1	30/12/2019	30/12/2019	01
International Conference on RACPABS-2020	1	06/03/2020	07/03/2020	02
R.C IN RESEACH METHODOLOGY FOR SCIENCE AND SOCIAL	1	19/08/2019	01/09/2019	16
NATIONAL WORKSHOP BY IQAC, DR BRAU, ETCHERLA.	1	03/02/2020	03/02/2020	1
TWO DAY NATIONAL SEMINAR ON IPR-CHALLENGESISSUES IN INDIA	1	06/03/2019	07/03/2019	2
TWO DAYS INTERNATIONAL CONFERENCE ON SENATATION ANDHYGINE	1	23/02/2019	24/02/2019	2
ONE DAY	1	13/02/2019	13/02/2019	1



TRAINING PROGRAM ONEAT-MODUALOF PUBLIC FINANCIAL MANAGEMENT SYSTEM FOR HEIS				
XXXVIII-ANNUAL CONFERENCE OF THE ANDHRA PRADESH ECONOMIC ASSOCIATION	1	08/02/2020	09/02/2020	2
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
7	12	1	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GIS, LIC, APGLI, Leaves, GPF, EHS	GIS, LIC, APGLI, Leaves, GPF, EHS	Scholarships, RTF,

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Response: The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted yearly by the inspection team provided by Regional Joint Director, CCE Andhra Pradesh. The committee thoroughly verifies the academic and administrative activities compliance report of internal audit is submitted to the management of the College through principal. External audit is conducted once in every year by Regional Joint Director. The mechanisms used to monitor effective and efficient use of financial resources are as below: Before the commencement of every financial year, principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the college. College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non - recurring expenses like lab equipment purchases, furniture and other development expenses. The expenses will be monitored by the accounts department as per the budget allocated by the college. The depreciation costs of various things purchased in the preceding years are also worked out. Process of the internal audit: All vouchers are audited by an internal financial committee on half yearly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the principal. The same process is being followed for the last five years. Process of the external audit: The accounts of the college are audited by chartered accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across with any major audit objection during the preceding years. All these

mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
SBI	35000	Chairs sofa and Almirah
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

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## 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	RJDCOLLEG	Yes	COLLEGE
Administrative	Yes	CCE	Yes	COLLEGE

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The majority of Parent – Teacher Association activities, particularly those that foster extracurricular activity and academic rigour. The Parent Teacher Association has provided financing for college cultural events like the Freshers and Farewell programmes in support of these initiatives. We were able to meet and schedule appointments with notable guests who had taken part in some of our college programmes thanks to the Parents Teachers Association. To make our campus greener, the Parents Teachers Association donated saplings.

6.5.3 – Development programmes for support staff (at least three)

Development programs for support staff can help to enhance their skills, knowledge, and abilities, leading to improved job performance and increased job satisfaction. Here are some of the development programs that can be offered to support staff in educational institutions: Professional development workshops: Workshops can be organized to help support staff learn new skills and knowledge that are relevant to their job roles. These workshops can cover topics such as time management, customer service, communication, and computer skills. Leadership development programs: Leadership development programs can be designed to help support staff develop leadership skills that will enable them to take on greater responsibilities and advance in their careers. These programs can cover topics such as team management, problem-solving, and decision-making. Mentorship programs: Mentorship programs can be implemented to help support staff learn from more experienced colleagues. Mentors can provide guidance, feedback, and advice, helping to improve the skills and confidence of support staff. Cross-training opportunities: Cross-training can be offered to support staff to help them learn new skills and gain a broader understanding of the organizations operations. For example, administrative staff could be cross-trained to work in finance, or janitorial staff could be cross-trained to work in maintenance. Job shadowing: Job shadowing can be used to help support staff learn from colleagues who have more experience or expertise in specific areas. This can provide opportunities for staff to observe best practices and gain new skills. Continuing education: Educational institutions can provide financial assistance to support staff to pursue continuing education opportunities. This

can include attending conferences, taking online courses, or pursuing professional certifications. Employee recognition programs: Employee recognition programs can be implemented to acknowledge the contributions of support staff and to motivate them to continue to perform at a high level. Recognition can take the form of bonuses, awards, or public acknowledgement. In conclusion, development programs for support staff can be highly beneficial in educational institutions. By investing in the professional development of support staff, educational institutions can improve the efficiency of their operations, enhance employee job satisfaction and retention, and provide a higher level of service to students, faculty, and other stakeholders.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Post accreditation initiatives are programs or activities implemented by educational institutions or organizations after they have obtained accreditation to ensure continuous improvement in their quality of education and services. Here are three examples of post-accreditation initiatives:

Continuous Quality Improvement (CQI) - This initiative involves an ongoing process of assessing and analyzing the effectiveness of educational programs and services to identify areas for improvement. The CQI process involves collecting data, analyzing it, and using the findings to develop action plans aimed at enhancing the quality of education and services offered. Professional Development Programs - Accredited institutions may offer professional development programs for faculty and staff to enhance their knowledge and skills, keep up with current trends and best practices, and maintain their expertise in their respective fields. These programs can include training workshops, seminars, conferences, and other forms of continuing education. Student Learning Outcomes Assessment - This initiative involves the systematic evaluation of students learning outcomes to determine whether they are meeting the institutions educational goals and objectives. This assessment can be conducted through various methods, including exams, tests, assignments, and surveys. The data collected from the assessment can be used to improve the curriculum and teaching methods, as well as to enhance student support services.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	cbcs implementation awareness programme	16/09/2019	16/09/2019	16/09/2019	16
2019	Induction programme for freshers	11/10/2019	11/10/2019	11/10/2019	38
2019	PPTs and videos preparation	21/10/2019	21/10/2019	21/10/2019	14

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Women s day	08/03/2019	08/03/2019	84	26
National Womens day	13/02/2019	13/02/2019	69	32

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

LED bulbs and charging lights are used in all the departments including Principals room in order to save power consumption.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	0
Ramp/Rails	Yes	1
Braille Software/facilities	No	0
Scribes for examination	Yes	1
Special skill development for differently abled students	No	0
Any other similar facility	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	20/02/2019	1	Campus Drive (Young India)	Institute hosted the event.	123
2019	1	1	26/11/2019	1	Blood donation camp	Blood donation activities	63

2020	1	1	05/02/2020	1	Guidance on Civil services	Institute hosted the event.	260
2020	1	1	17/02/2020	1	Awareness programme on yono App	Institute hosted the event.	168
2020	1	1	10/03/2020	1	Campus drive (Deccan chemical company visited)	Institute hosted the event.	50

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#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct	20/06/2019	College Code of Conduct plays a vital role in running the college in serene and sound atmosphere. All the teaching and non-teaching staff including the students take the responsibility in maintaining of the college code of conduct for enriching the teaching and learning process and materializing the vision and mission of the college. In this connection, the students are distributed the pamphlets consisting of the rules and regulations of the college. As a part of code of conduct, the students are strictly instructed to attend college in uniform from Monday to Friday. The students are also instructed to attend college before 10.am regularly.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Internternational yoga day	21/06/2019	21/06/2019	232

National Statistical day	29/06/2019	29/06/2019	89
World population day	11/07/2019	11/07/2019	183
NSS Day	24/09/2019	24/09/2019	192
Awarenes rally (Remove Plastic)	30/09/2019	30/09/2019	165
Blood Donation Camp	26/11/2019	26/11/2019	63
<a href="#">View File</a>			

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Here are five initiatives that can take to make its campus more sustainable:

**Reduce Energy Consumption** - The institution can invest in energy-efficient lighting systems, install solar panels, and promote the use of renewable energy sources. Encouraging students and staff to turn off lights and unplug electronic devices when not in use can also help to reduce energy consumption.

**Implement Waste Reduction Programs** - The institution can promote recycling by providing recycling bins in all areas of the campus, and encouraging students and staff to recycle paper, plastics, and other materials. The institution can also encourage the use of reusable water bottles and promote composting of organic waste.

**Promote Sustainable Transportation** - The institution can encourage the use of bicycles, electric vehicles, and public transportation by providing bike racks and charging stations, offering incentives for carpooling, and promoting sustainable transportation options.

**Use Environmentally Friendly Materials** - The institution can use environmentally friendly materials in building construction and maintenance, such as recycled building materials, eco-friendly paints, and low-flow plumbing fixtures.

**Raise Awareness** - The institution can educate students and staff about the importance of sustainability and the impact of individual actions on the environment. The institution can organize awareness campaigns, workshops, and events to promote eco-friendly practices and encourage students and staff to take action towards a more sustainable future.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

Government Degree College, Palakonda is implementing "Financial Assistance to Poor Students" and "Free Vehicle Campus" best practices successfully for the two consecutive academic years to remove academic barriers and to promote quality education.

**1. Financial Assistance to Poor Students: Introduction:** Government of Andhra Pradesh established Government Degree College during 1983 to cater higher educational needs of downtrodden and marginalized students of the hilly region of Palakonda revenue division. The college management noticed that some of the meritorious students also could not complete their UG degree due to their absolute poverty conditions. They could not effort to pay examination fee and purchase of study material and college uniform. Therefore, Government Degree College, Palakonda has initiated "Financial Assistance to Poor Students" in order to support students from economically weaker sections of society to reduce the dropout rate and to attract more students to join in this institution. The college authorities realised that education is a vital tool for the upliftment and empowerment of society, and financial constraints should not become a barrier for students to access it. objectives of the practice: 1) to ensure that every deserving student gets an equal opportunity 2) to pursue higher education regardless of their economic background. 3) to enable and encourage economically weaker students 4) to pursue higher education



and achieve their goals. 5) to reduce the dropout rate and enable all students to complete their education. 6) to promote equity and inclusivity in the education system. Mobilization of Funds: Donations are collected on first Saturday of every month from students and the faculty members and deposit them in the college bank account. Implementation: The college constitutes a dedicated committee consists of faculty members, administrative staff, and student representatives. The committee oversees the distribution of funds and ensures that the financial assistance is provided to deserving students. Distribution of funds: The implementation of financial assistance to poor students is a multi-step process. The committee identifies deserving students from economically weaker sections who require financial assistance in the first step in the selection process. This is done through a comprehensive evaluation of the students economic status at their homes, peer groups and the verification of their income certificates. Once the deserving students are identified, the college provides them with financial assistance in form of examination fee and grants for purchase of study material, transportation and college uniform. financial assistance is awarded to students based on their academic performance. Impact: The implementation of financial assistance to poor students has had a significant impact on the students and the college. The practice has enabled economically weaker section students to pursue higher education and achieve their goals. it has also promoted equity and inclusivity in the education system and helped to bridge the gap between students from different economic backgrounds. Further, the financial assistance has also helped to reduce the dropout rate of students from economically weaker sections. It has enabled students to complete their education and has provided them with better career prospects. The practice has also improved the reputation of the college and it has become known as an institution that supports students from economically weaker sections.

2.Implementation of free vehicle campus Introduction: Government Degree College, Palakonda has adopted implementation of a free vehicle campus. Faculty and students are prohibited from bringing their vehicles onto the college campus under this practice. Objectives of the practice: 1)to minimize air and sound pollution. 2) to reduce traffic in the campus 3) to create peaceful environment in the campus. 4) to encourage the students and staff. 5) to use public transport 6) to ensure to access safe and convenient transportation. 7) to promote to use bicycles and walking as tools 8) to ensure healthy life style among students and staff members. 9) to promote physical activity and 10) to reduce the risk of health problems associated with a sedentary lifestyle. Implementation of the practice: The college management has constituted a disciplinary committee consisting of faculty members, non-teaching members and students for effective implementation of the practice. The committee informs violations of the practice to the principal and recommends disciplinary action against them. Further, the college provides secure bicycle parking facilities and promotes cycling as a healthy and sustainable mode of transportation. This ensures that students have a safe and secure place to park their bicycles while they are attending classes. the college encourages students and staff members to use alternative modes of transportation, such as bicycles or walking to commute to and from the campus to bus stand. Subsequently, the college provides bus schedules and route maps to help students and staff members to plan their trips using public transportation. The college has designated parking areas outside the campus for faculty and staff. This encourages faculty and staff to park their vehicles outside the campus and walk to the campus. Impact: The college derived several benefits out of implementation of this practice. The practice helped to reduce the carbon emissions and promoted peaceful environment in the campus. The college is able to minimize traffic congestion and reduce air pollution which is a significant concern for many educational institutions. The practice helped to improve the overall quality of life on campus by reducing noise pollution and promoting a more pedestrian-friendly environment. The practice promoted a

sense of community and inclusivity in the campus. The college ensures that everyone has access to the same opportunities and resources. This helped to create a more inclusive and welcoming environment in the college campus. finally, the practice ensured safety of students and staff members.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

[https://drive.google.com/file/d/1ViiGBhglk2L3xiiaUKmAGSwGEH6mr0gW/view?usp=drive\\_sdk](https://drive.google.com/file/d/1ViiGBhglk2L3xiiaUKmAGSwGEH6mr0gW/view?usp=drive_sdk)

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The distinctive feature of Government Degree College Palakonda is prioritizing students with its motto as Student First and Transform the youth of this region into prominent nation builders. The College has evolved various strategic policies and procedures that place the needs and benefits of students on the top. They mirror the vision, mission and core values of the institution and sustain its commitment. Planning for imparting interdisciplinary knowledge combined with skills and values is an enduring process. the College maintains the quality of education by training young minds to adapt themselves to any positive change. The College motivate students to be lawful, truthful and responsible citizens of our nation and encourage them to enhance creative thinking abilities. The College provides access to students all the facilities necessary to evolve into a complete personality and employability skills and ensure that they face competition in the job market with confidence. The College trains the students to understand the rich cultural heritage of our nation and sharpen the minds of the students and enable them to think logically. Further, the college has taken a number of initiatives for overall development of students. A. GAMES AND SPORTS AND CULTURAL ACTIVITIES: The students have a great advantage of having a playground with courts for sports and games and cultural activities. B. EDUCATIONAL HUB Palakonda is revenue divisional headquarter and There are social welfare hostels to accommodate SC, ST, BC girls boys studying in the College. The College has well qualified faculty with rich academic record and abundant teaching experience. C. BOTANICAL GARDEN: The College maintains Botanical garden with different species of medicinal plants. D. DIVYANGAN FRIENDLY CAMPUS: The college has a wheelchair and ramps to help Divyangan students move easily in the campus. E. HOSTING INTER-College COMPETITIONS: The college hosted inter College and divisional level games and sports competitions during 2019-20 academic year. F. E-OFFICE INITIATIVES The College adopted E mail system and maintained electronic files to save time and money. G. Eco friendly campus: First Saturday of every month is observed as vehicle free day to make the campus eco- friendly.

Provide the weblink of the institution

### 8.Future Plans of Actions for Next Academic Year

Future Plans of Actions for Next Academic Year 1. Introduction of restructured undergraduate programs such as M.P.Cs. and B. Com Computers. 2. To make more efforts for the promotion of research activity among the faculty members and students. 3. Construction of New Classrooms and Seminar hall with the support of RUSA 2.0 grants. 4. Development of E-Content through 4 quadrants (Video, PPT, Text, MCQ) and incorporate them in Learning Management System of Commissioner of Collegiate education, Government of Andhra Pradesh. 5. Mobilization of funds for College development and research activities. 6. To organize Capacity building programmes for students and staff. 7. Engagement of guest faculty in clear



vacancies to run the regular class work. 8. Introduction of Youth Exchange Program among neighbouring Colleges and organisation of educational tours. 9. To establish centre for competitive examinations and strengthen career guidance cell. 10. Observation of more hygiene to keep away contagious diseases. 11. Improvement of the Semester results in the University Examinations. 12. To organise invited and guest lectures of eminent personalities from other colleges and universities 13. To conduct inter-college cultural, games and sports tournaments 14. To conduct mock P.G. entrance tests for third year UG students 15. To conduct skill enhancement programs to produce job ready graduates 16. To run more certificate courses in the college 17. To organize national seminars and faculty development programs in the college. 18. To sign more MOU/Linkages. 19. To focus more on research publications. 20. To focus on outreach programs and extension activities.